

LAST MINUTE AGENDA INFORMATION

12/05/12 Regular Meeting

(Agenda Related Writings/Documents provided to a majority of the City Council after distribution of the Agenda Packet for the December 5, 2012 Regular meeting.)

ITEM NO. **DESCRIPTION**

2.7	<p>ADOPTION OF RESOLUTION NO. 2012-7274 AMENDING FISCAL YEAR 2011-2013 SALARY AND COMPENSATION PLAN TO ADD THE POSITION DESCRIPTION AND SALARY RANGE FOR HUMAN RESOURCES ANALYST & ADOPTION OF RESOLUTION NO. 2012-7275 APPROVING AND AUTHORIZING THE CITY MANAGER TO EXECUTE A SECOND AMENDMENT TO THE PROFESSIONAL SERVICES AGREEMENT BETWEEN THE CITY AND CYNTHIA TITGEN FOR HUMAN RESOURCES CONSULTING SERVICES. (0510-20, 0520-75 & 0530-60)</p> <p>a. Corrected Staff Report</p>
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services during the HR Technician's maternity leave.

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DISCUSSION:

CITY MANAGER &
CITY CLERK OFFICES

The positions of HR Manager plus the Human Resources Technician cost the City \$183,790 annually in salary and benefits. As proposed, the position of HR Analyst would cost the City ~~\$794,200~~ \$94,200 annually in salary and benefits. Therefore, by keeping the HR Manager position vacant and reassigning those job responsibilities to the position of HR Analyst, the City would save approximately \$89,590 per year.

In other cities, the monthly salary for the position of HR Analyst ranges from \$5,756 to \$7,744. Staff recommends that the monthly salary band for the HR Analyst be set at \$4,065 to \$5,227 per month. At the top of this salary band, total compensation for this position, including benefits, will cost the City approximately \$94,200 per year. This is lower than similar positions in other cities within San Diego County and would still be lower than the current salary of the HR Manager.

Based on the duties of the position and study of similar job classifications/positions in other cities, staff has prepared the attached job description which properly describes the duties of the proposed job classification and is more appropriately identified as a Human Resources Analyst.

Additionally, as mentioned above, the City has found Ms. Titgen's consulting services and experience to be a highly valuable and desirable asset to the City, particularly in this time of staff transition. Therefore, based on the savings, and to supplement the City's HR needs after the departure of the HR Manager, staff recommends that the City Council authorize the City Manager to execute a Second Amendment to Ms. Titgen's professional services agreement in an amount not to exceed \$30,000 to provide assistance to staff on human resources projects, programs and analyses.

FISCAL IMPACT:

Human Resources Manager Annual Salary and benefits	\$113,540
Human Resources Technician Annual Salary and benefits	<u>\$ 70,250</u>
Total cost for both positions	\$183,790
Ongoing savings per year	\$ 89,590
Cynthia Titgen Professional Services	\$30,000
Human Resources Analyst Annual Salary and benefits	<u>\$94,200</u>
Total cost for both positions	\$124,200
Ongoing savings per year during 12 month transition	\$ 59,590

By keeping vacant the Human Resources Manager position and appointing the Human Resources Technician to the newly-created Human Resources Analyst position, the City will realize a cost savings of approximately \$89,590 in the first year, decreasing over time with expected merit increases of 5% annually. Even with the additional HR support provided by the proposed continuation of a professional services agreement with Ms. Titgen, the City would still save approximately \$59,590 per year in the first year after implementation of these staffing assignments.

Date: 12/5/12 Item No. 2.7
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